

**CAMP SHELBY JOINT FORCES TRAINING CENTER  
JOINT VISITORS BUREAU  
DISTINGUISHED VISITOR CHECKLIST**

**POC Information:**

Name/Duty Title of POC:

Date/Time Received Call:

Visitor's Home Base Location:

Phone (office and cell):

POC's Email Address:

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**Distinguished Visitor's Name:** \_\_\_\_\_

**Title and Rank of DV:** \_\_\_\_\_

**Questions to be answered prior to DV arrivals**

1. # In party? (Please specify male/female) (Also supply titles if available)
2. Flight (civilian or military) and airport name. Note: if using MILAIR, fly in to KHBG (closest airport outside of CSJFTC – call 601-544-8661 or 601-297-7172)
3. Arrival flight # with time & date.
4. Departure flight # with time & date.
5. Intent/Focus of visit.
6. Special Requests (i.e. Troop Visit, Office Call with Commander, Overview Briefs, TSB site visit, Garrison site visit, Training Exercises).
7. Is transportation needed from the airport to CSJFTC?
8. Is transportation needed back to the airport from CSJFTC?

9. Is DV Quarters needed while visiting CSJFTC? If so, for how many personnel?
10. What type of drinks do the DV prefer? Example: coke, diet coke, caffeine free diet coke, mountain dew, Dr. Pepper, coffee, etc  
Note: Bottled water will also be available
11. What are the DVs food preferences, in reference to dinners (if applicable) and snack preferences? (i.e., seafood, Italian, BBQ, peanuts, granola bars, oatmeal)
12. Can you provide a bio of the DV?
13. Quarters: For DV housing, coordination is made through the CSJFTC Protocol/JVB Office. Payment arrangements can be made by calling one of the numbers listed below. For all other billets, please call one of the following numbers for more information prior to Arrival:  
601-558-2500 (MSG Clinton, NCOIC)  
601-558-2540 (Ms. Kim, CIV)
- Cost: \$18.00 per individual per night  
Note: Your reservations will be confirmed by the Joint Visitors Bureau Office
14. Please provide a cell phone number of the DV's escort or DV for contact if the need arises while traveling. Please note whose number is given here.
15. Please provide a business address of the DV?
16. Any other information about the DV that would help us in making this visit Successful and enjoyable, would be appreciated. (I.e. special requests of staff that may need prior arrangement)

**Primary POCs:**

SGT Welch, JVB/Protocol NCOIC, Office: 601-558-2048 Cell: 601-467-2118  
[sara.welch@us.army.mil](mailto:sara.welch@us.army.mil)

SGT Simmons, MWR NCOIC, Office: 601-558-2508 Cell: 601-620-9468  
[shane.o.simmons@us.army.mil](mailto:shane.o.simmons@us.army.mil)